

ADMINISTRATIVE - INTERNAL USE ONLY

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 2-78

16 June 1978

## READING IMPROVEMENT COURSE

### Description

This new course is designed for Agency employees who have a need to read faster with equally good or improved comprehension. The course improves ability to concentrate on printed material and develops skill in vocabulary acquisition. The course is not to be taken as remedial reading training.

Participants will learn effective techniques of reading through drills and timed reading exercises. They will be tested twice during the course to measure their reading speed, comprehension, and vocabulary. Students will learn what is meant by the terms fixation, regression, sweep, subvocalization, and perceptual span. They will be trained to identify numbers and words flashed at 1/100 of a second and to read both for factual data and general concepts.

The course will be conducted on either a Monday-Wednesday or Tuesday-Thursday schedule. If there are any questions,

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### DATES OF OFFERING:

16 Oct - 15 Nov 1978 (M-W)  
17 Oct - 16 Nov 1978 (T-Th) \*  
8 Jan - 7 Feb 1979 (M-W)  
9 Jan - 8 Feb 1979 (T-Th)  
26 Feb - 28 Mar 1979 (M-W)  
27 Feb - 29 Mar 1979 (T-Th)

### LENGTH:

Five weeks, two sessions per week, two hours per session

### PLACE:

Chamber of Commerce Building

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SUBJECT: Reading Improvement Course

<u>FREQUENCY:</u>	12 times per year
<u>CLASS SIZE:</u>	16 Minimum; 20 Maximum
<u>SPECIAL REQUIREMENTS OR PREREQUISITES:</u>	None
<u>REGISTRATION DEADLINE:</u>	Seven working days prior to the start of the course

\* In addition to the regular reading course students, the course running 17 October to 16 November 1978 will be open to those participants from other offices who have been identified as potential reading instructors for their respective offices. Those so identified will receive some additional training in the technical aspects of teaching reading improvement as well as the art of teaching reading.